



E.P. SCHOOLS
LOCAL DELIVERY



Government of South Australia
Department for Education

Local Delivery Structure and Operational Guidelines

Contents

<i>Endorsed date: 14/8/2020</i>	0
<i>Review date: Term 3 2021</i>	0
<i>Responsible: Eyre Peninsula Secondary Alliance</i>	0
<i>Vision Statement</i>	1
<i>Context</i>	1
<i>Operational Information</i>	1
<i>Management Committee</i>	1
<i>Minimum Service for VET</i>	2
<i>Minimum Cost for Local Delivery- VET and SACE</i>	2
<i>Review Process</i>	3
<i>Roles and Responsibilities</i>	3
<i>Appendices</i>	4

Endorsed date: 28/8/2020

Review date: Term 3 2021

Responsible: EPSA Local Delivery Management Committee

Vision Statement

The Eyre Peninsula Secondary Alliance is a network of secondary schools on the Eyre Peninsula, South Australia who work collaboratively to deliver and promote comprehensive secondary education to regional students. Local Delivery aims to provide students in all schools across the Eyre Peninsula access to an increased range of subjects, in order to offer broader curriculum options and pathways, maximising SACE retention, achievement and completion.

Context

Eyre Peninsula schools with senior secondary enrolments have made a commitment to offer subjects, SACE and VET, to students from other sites across the Eyre Peninsula. This is referred to as Local Delivery. Local Delivery is defined as the teaching of SACE, which includes VET, over the distance between school sites on the Eyre Peninsula. The form of delivery is to be designed around learners needs and appropriate to curriculum being delivered.

Operational Information

'EP Schools' website will be the primary tool for dissemination and collation of information relating to Local Delivery for the Region.

EPSA establishes a Local Delivery Committee and provides governance support and staffing support as available to manage the administration, subject brokering, events and information updates for Local Delivery

The Local Delivery Committee will be responsible for maintaining the EP Schools website. This will include collating Local Delivery subject offerings (VET and SACE), school contacts and assisting sites in marketing Local Delivery opportunities as required by Schools.

School Principal or Delegate identifies the SACE or VET subject offering and completes the Subject Outline Form for promotion. (*Appendix B*)

Whilst the Local Delivery Committee supports the brokering of subjects offerings the delivering and receiving principals or delegates sign off on final agreements between sites.

Management Committee

The Management Committee will consist of the Principals or Delegates of participating schools and support staff as available to the alliance. The committee is open to participation from Regional Office staff and teachers of local delivery subjects.

The Management Committee will:

- promote Local Delivery across the Region
- investigate resources for Local Delivery
- meet annually to review policies and practices around Local Delivery
- adopt an executive role to support the coordination of the tasks identified to assist participating schools.
- report to EPSA meetings and seek feedback on delivery issues in sites.
- investigate and seek to provide up to date ICT training in technology best suited for Local Delivery.

Minimum service for SACE

In line with SACE Board requirements:

A 10-credit subject consists of approximately 60 hours of programmed teaching and learning time. It is generally considered to be a one-semester or half-year subject.

A 20-credit subject consists of approximately 120 hours of programmed teaching and learning time. It is generally considered to be a full-year subject.

<https://www.sace.sa.edu.au/.../cfc497aa1-b5b-4a24-ad9f-1b470346f7e5>

For Local Delivery purposes it is expected a minimum 60 hours of programmed teaching and learning time will be provided for 10-credit subject and 120 hours for a 20-credit subject.

Minimum Service is detailed in the SACE & VET Subject Outline generated by the Delivery School and posted on the EP Schools website. (*Appendix A*)

Please note Face to Face Delivery is not considered part of the minimum service delivery unless it has been detailed in the Local Delivery SACE VET Subject Outline as developed by the Delivery School and agreed to by the Receiving School. Any cost associated with a teacher traveling to deliver must be negotiated and documented in the Local Delivery SACE & VET Service Agreement prior to delivery. (*Appendix D*)

Delivery Schools determine the conditions for teachers undertaking Local Delivery. In the past this has included TRT days, release time, financial reimbursement.

Minimum Service for VET

As VET Certificates maybe offered as a complete or partial Certificate, Skill Sets or Taster Programs, the minimum service for VET is as detailed in the Delivery Schools SACE & VET Subject Outline. Fees for VET Local Delivery will be as documented below unless negotiated otherwise. There may be an extra cost for some VET courses which is payable to the Registered Training Organisation (RTO).

Minimum Cost for Local Delivery- VET and SACE

A minimum cost of:

- \$1,200 per student full year subject (120 hours of learning)
- \$ 600 per student for 1 semester (60 hours of learning)

Withdrawal fee

- Withdrawals before the end of Week Four of a semester will incur a withdrawal fee of \$300
- Withdrawals after the end of Week Four of a semester will incur the full fee.
- Withdrawals after the end of Week Four of the first semester and prior to the start of the second semester for a full year enrolment will incur the charges of a single semester fee.

Any costs additional to the semester/yearly cost must be detailed in the Local Delivery Agreement as developed by the Delivery School and agreed to by the Receiving School, including VET enrolments.

Agreements need to consider that arrangements which include the additional costs of withdrawals, travel, accommodation and equipment have to provide for any potential consequent payment arrangements between schools and families.

Additional Services (above minimum service agreements)

If a service is requested above the Minimum Service Delivery as detailed in the Subject Outline the Receiving School Principal/Delegate and the Delivery School Principal/ Delegate will negotiate terms of the Service Agreement which may incur additional costs. (see below)

The Delivery School will generate the Service Agreement for Local Delivery. The Receiving School will be responsible for accepting, signing and returning the agreement within specified timelines. Refer to *Appendix C* for Delivery School Flow and Receiving School Flow

Review Process

The Local Delivery Structure will be reviewed yearly at the beginning of term 3. Delivery and Receiving schools will be asked to provide feedback through a survey or at an EPSA meeting

Roles and Responsibilities

Who	Responsibility
LD Management Committee	<ul style="list-style-type: none"> • Meet annually to review policies and practices around Local Delivery • Adopt an executive role to support the coordination of the tasks identified to assist participating schools. • Report to EPSA Meetings and seek feedback on delivery issues in sites. • Investigate and seek to provide up to date ICT training in technology best suited for Local Delivery.
Support Staff	<ul style="list-style-type: none"> • Promote Local Delivery across the region • Investigate resources for Local Delivery • Maintain EP Schools website • Collate Local Delivery subject offerings (VET and SACE), School contacts • Assist sites in marketing Local Delivery opportunities as required by Schools. • Collate copies of enrolments and agreements • Provide data support to EPSA
Principal or Delegate Delivery School	<ul style="list-style-type: none"> • Develop SACE & VET Subject Outline which specifies minimum delivery expectations • Send to Local Delivery Committee for uploading on EP Schools website • Negotiate and generate Service Agreement with Receiving School Principal or Delegate as per documented timeline.
Principal or Delegate Receiving School	<ul style="list-style-type: none"> • Identify Local Delivery requirements and complete Expression of Interest Online Form via EP Schools website. • Negotiate Service Agreement with Delivery School Principal or Delegate sign and return as per documented timeline.
Delivery School Contact Teacher	<ul style="list-style-type: none"> • Process enrolment forms and generate invoices • Distribute to Receiving Schools any resources • Maintain regular communication with the Receiving school, identify concerns & celebrating success • Adhere to Reporting timelines as outlined in the Service Agreement • If Delivery School is unable to deliver a scheduled session, notify the Receiving School prior to the session. • Raise concerns re students' grades if needed with Receiving School Contact Teacher and discuss options.

Receiving School Contact Teacher	<ul style="list-style-type: none"> • Complete enrolment forms and return to Delivery School • Distribute to students and return any resources from Delivery School • Maintain regular communication with Delivery School, identifying concerns & celebrating success • Provide reporting timelines for Service Agreement • If Receiving School is not able to attend the agreed session notify the Delivery School prior to the session.
Student	<ul style="list-style-type: none"> • Aims to meet Department for Education attendance or notifies non-attendance prior to contact • Behaviour is in line with school values and expectations • Adheres to expected timelines and work output or negotiates appropriate extensions as per Delivery School policies
Parents	<ul style="list-style-type: none"> • To pay any costs as per the contract • To encourage regular attendance, and support with the students' adherence to deadlines • To initiate a meeting with the SACE/ VET coordinator if have any concerns with student coping with the workload

Student Capacity

It is recommended that a Local Delivery counselling process occurs with the student, parents, teachers and SACE/VET coordinator to assess the students' capacity to work under a different model. This could include considerations such as regular attendance, adherence to assessment due date guidelines, independent study, current and previous grades and parental support. The student and their parents will then be required to sign an 'Agreement to participate-Parent and Student Commitment Letter.'(Appendix F)

Grievance process

This process provides staff, students and parents with a framework to follow if they have a concern around Local Delivery. This applies to all parents, students and staff involved in Local Delivery at both the Receiving and Delivery schools. In most situations, the SACE/ VET Coordinator will be the first contact for teachers, parents and students. See Appendix G for process to follow.

Appendices

- A. Local Delivery Timeline
- B. Local Delivery, SACE / VET Subject Outline 2019 Template
- C. Local Delivery, Delivery and Receiving School Flow Chart
- D. Local Delivery SACE / VET Service Agreement Template
- E. Local Delivery Enrolment Form
- F. Local Delivery Agreement to participate-Parent and student commitment letter
- G. Local Delivery Concern Framework
- H. Local delivery Communication Agreement
- I. Local Delivery EP Schools Website handout
- J. Local Delivery Expression of interest form